RULES, ORDERS,
AND
REGULATIONS,
FOR THE
Better Diſpoſition of ſuch Monies.
As ſhall be raiſed and received
FOR THE
RELIEF
OF THE
POOR
Of the PARISH of
St. GEORGE, *Han'Square*,
And for the better
MAINTAINING, GOVERNING,
EMPLOYING and REGULATING
The POOR of the ſaid Pariſh

Made and agreed upon purſuant to the Directions of an Act of Parliament of the 26th Year of the Reign of his late Majeſty King *George* the Second. Approved of and confirmed by VESTRY of the ſaid Pariſh duly aſſembled.

9

RULES, ORDERS,

AND

REGULATIONS, &c.

Duty of the MASTER.

THAT the Maſter take Care that all Perſons upon their Admiſſion into the Workhouſe, by Virtue of Orders from the Governors (which are to be produced every Board Day) or by Orders of the Board, be put in ſome convenient Apartment, until they are examined by the Doctor, Surgeon, or Apothecary; and, if ſo directed by them, ſhall be waſhed all over with warm Water, and ſome looſe Garment put on, till other Cloahs are got for them, and the Children (if Scabby or Louzy) to have their Hair cut off, and

then placed in proper Wards; and all the Poor in the Houſe that can bear it, to be waſhed every Morning, or that Care be taken that they waſh themſelves.

II.

That in placing Perſons into their ſeveral Wards, as well as in other Reſpects, ſome Diſtinction be made, between ſuch Poor, who have been creditable Houſekeepers, and are reduced by Misfortune, and the other Poor, who become ſo by Vice and Idleneſs.

III.

That the Maſter do Employ all the able Poor, in ſome uſeful Manufacture (having regard to ſuch Sort as is ordered by the Board) or neceſſary Buſineſs of the Houſe, and that they be called up by ring of Bell, and ſet to Work by ſix o'Clock in the Morning, from *Lady-Day* to *Michaelmas*; and by eight, from *Michaelmas* to *Lady-Day*; and if any of them ſhall refuſe or neglect to do ſuch Work as ſhall be allotted them, or wilfully ſpoil the ſame, the Maſter ſhall make Report thereof to the Governors at their next

next Meeting ; in order that ſuch Perſons ſo offending may be puniſhed for the ſame.

IV.

That the Maſter do every Fortnight lay before the Board, an Account of all Goods and Materials wanted to be ſent in for the Employment of the Poor, that Orders may be given for that Purpoſe ; as alſo the Quantity of eatables made Uſe of in the Houſe for the preceding Fortnight ; and that he ſee the Proviſions cut out, and properly delivered to the Poor, and that there be no waſte ; and that no Bread be cut under one Day old ; and that no more Fires be kept in the Houſe but what is abſolutely neceſſary.

V.

That no Perſon be admitted to viſit any of the Poor in the Houſe without the Maſter's leave ; nor any of the Poor permitted to go out without leave of him, or approval of one of the Governors, and that ſuch leave ſhall be only for one Day ; and that the Maſter do Report to the next Board, the Names of ſuch Poor as ſhall offend herein ; and that

that the Maſter ſhall appoint and ſelect out of the Poor, proper Perſons to do the neceſſary Buſineſs of the Houſe.

VI.

That as ſoon as any Perſon complains of Illneſs, the Maſter ſhall take Care to ſtop his uſual Diet, till ſuch Time as the Doctor, Surgeon, or Apothecary, ſhall have examined them; and that the ſick Poor, as well as the diſtempered Poor, ſhall be kept in ſeparate Wards, and each Perſon ſo diſordered to lye ſingly, in order to prevent Diſeaſes being propagated, or a farther Contagion ſpread.

VII.

That the Maſter do keep an exact Account of all Proviſions, Houſehold Goods, Cloaths, Linnen, Shoes, and other Things ſent in the Houſe, and examine the ſame with the Bills of Parcels, file the Vouchers, and ſee that the Pariſh Mark is put on the Linnen and Shoes delivered out.

VIII.

That the Maſter do once every Quarter lay before the Board, an Account of the Net Money earned and paid him for making of Linnen and other Manufac-

factures in the Houſe, and the Names of the Perſons who ſent in ſuch Linnen, or Goods, to be manufactured, and the Quantity thereof.

IX.

That the Maſter of the Houſe take an Inventory of the Goods, Money, or Effects, of every poor Perſon dying in the Houſe, and lay the ſame before the next Board; and that he do once every Day go into, and examine the ſeveral Wards of the Houſe, and make Report to the Board, if the Nurſes, or others employed therein, to take Care of the Poor and keep them clean, have done their Duty.

X.

That the Maſter do not deliver out of the Houſe, during the intermediate Time of the Meetings of the Governors and Directors of the Poor, any Sort of Wearing Apparel, on any Pretence whatever.

XI.

The Maſter to lay before the Board, an Inventory of the Houſehold Goods, and Furniture, &c. of, and belonging to the Houſe, twice a Year.

XII.

That he do enter alphabetically, the Names and Ages, Days of Admiſſion, Diſcharge or Death, of all and every the Poor in the Houſe, in a Book to be provided for that Purpoſe; and alſo the Names of ſuch caſual Poor, as are relieved by Orders from Overſeers, &c. during the intermediate Times of Meeting, to be peruſed every Board Day.

XIII.

That the Maſter do alſo keep regular uniform and annual Regiſters of all poor Infants under four Years of Age, purſuant to an Act of Parliament made and paſſed in the Second Year of His preſent Majeſty King GEORGE the Third.

Duty of the MATRON.

I.

THAT the Matron do recommend to the Board proper Nurſes when wanted; that ſhe diligently inſpect their Conduct and Behaviour with reſpect to the Poor under their Care, and ſee that all the Beds and Furniture, Wards, Rooms,

Rooms, Infirmaries, and other Parts of the Houſe, are ſwept daily, and kept clean and decent.

II.

That the Matron do ſee and take Care, that the Poor are waſhed every Day, and the Children combed and kept free from Vermin; and that ſhe go into every Ward at Night, and take Care that the Fires and Candles are put out.

III.

That the Matron do deliver out the Soap for Waſhing the Linnen, and give an Account to the Board once a Month, of the Quantity uſed, together with Starch and Blue.

IV.

That ſhe ſee, that the Waſher-Women and Laundry-Women employed, do their Buſineſs well, and take an Account of the Linnen delivered to be waſhed; and the like Account when it is clean and got up, and ſafely delivered to the Store Room.

V.

That every poor Perſon have a clean Shirt or Shift once a Week, and that the Beds be ſheeted once a Month, and

that no Linnen be dried in any of the Wards.

VI.

That the Matron do diſtribute to the ſick Poor, and young Children, ſuch Quantity of Milk, Barley, Rice, and other Neceſſaries, which the Doctor, Surgeon, and Apothecary ſhall adviſe; the other Diet to be ſtop'd until well.

VII.

That the Matron do cut out the Cloth ordered for Shirts, Shifts, and Sheets, and take Care that they are well made, and no waſte committed; and when done, placed in the Store-Room, and the Account thereof be given to the Maſter to be booked, and what Quantity are made Weekly, and by whom.

VIII.

That ſhe ſee the old Linnen repaired and mended every Week, and depoſite the ſame, when done, in the Store-Room.

IX.

That ſhe frequently viſit the ſeveral Wards, ſee that the Children attend and work at the ſeveral Manufactures they are employed in by the Maſter, and that

that the Girls learn to ſew and mend their own Cloaths.

X.

That the Matron do keep an Account of the Number of Women and Girls, employed in Needle-Work, and what tdey earn Weekly by ſuch Work, and lay the ſame before every Board.

BUTLER and MOP-MANUFACTURER.

I.

THAT he do give an Account every Board Day of the Quantity of Beef and Mutton uſed in the Houſe Weekly, and Number of Loaves of Bread, Pounds of Butter, and Gallons of Milk, and Barrels of Beer uſed.

II.

That he do likewiſe give an Account of the Quantity of all Wool manufactured, and for what Purpoſe wrought up, and the Number of Mops made and delivered to the Store-Room, or otherwiſe diſpoſed of.

APO-

APOTHECARY and SURGEON.

I.

THAT the Surgeon or Apothecary be immediately ſent for, on the Admiſſion of ſick Patients into the Houſe, and examine ſuch diſeaſed Poor, and cauſe them to be placed in proper Wards, and forthwith give them ſuch proper Medicines as their Illneſs, or Diſorder ſhall require, and to do what in their Judgment is beſt for their Recovery; and in Caſe of imminent Danger, to ſend for the Doctor.

II.

That they or their Pupils, or Servants, do viſit and attend ſuch Poor as are under their Care every Day, and alſo viſit ſuch Sick or Lame Out Poor in the Pariſh, as the Board, or any of the Governors ſhall order, by Writing under their Hands.

III.

And that they (or their Pupils, or Servants in their Abſence) do attend every Board Day, and give an Account of

of the Number of ſick Poor under their Care, and how many of them are well enough to be diſcharged the Houſe; and alſo to examine the out ſick Poor, attending Board Days, with reſpect to the Illneſs and Diſorders they complain of, that the Board may be better ſatisfied what Orders ſhould be made relating thereto.

The MINISTER.

I.

THAT the Miniſter do every *Wedneſday* and *Friday* at Twelve o'Clock, read Prayers to all the Poor, able to attend the Service in the Chapel; alſo once every Sunday Morning.

II.

And that he viſit and read Prayers to the Sick and Lame Poor in the Houſe, who are not able to attend the Public Service; and once a Month explain and expound the Catechiſm.

Under SERVANTS and NURSES.

I.

THAT the ſuper-intendant Nurſes of the Infirmary Wards, do from Time to Time inform the Maſter of the Misbehaviour of any of the Patients under their Care, that the Maſter may report the ſame to the next Board, for ſuch Offenders Puniſhment.

II.

That the Nurſes in the ſeveral Wards do forthwith acquaint the Maſter of the Death of any of their Patients, that he may cauſe the Corpſe to be removed and laid out, and a Coffin and Shroud provided.

III.

That the ſeveral Nurſes do deliver to the Maſter, all the Cloaths, Money, and Effects that belonged to ſuch poor dead Perſon, without Embezzlement.

IV.

That the Nurſes do cauſe all the Children under their Care, above two Years of Age, to have their Hands and Faces

Faces waſhed, and their Heads combed every Morning, and carry them to School, or to the Work ſet apart for them, by ſeven o'Clock in the Summer, and eight in the Winter.

V.

And that the Nurſes and other Servants of the Houſe, do pay Obedience to the Orders and Directions, that the Maſter of the Houſe and Matron ſhall, from Time to Time, give them, touching the better Execution of their Buſineſs, upon Pain of being diſplaced, or otherwiſe puniſhed.

SCHOOL-MASTER.

I.

THAT the School-Maſter do ſee that the Boys attend the School two Hours each Day, one in the Morning, and one Hour in the Afternoon, and teach them to Read and Write, and to ſay their Catechiſm.

II.

That he do attend the Boys to and from Church twice every Sunday, and take Care that they behyve with great Decency and Order; and that twice a

Week

Week the Boys and Girls be taught Pſalmody, and thoſe Tunes which the Clerk of the Church uſually gives out.

SCHOOL-MISTRESS.

I.

THAT the School-Miſtreſs do teach the Girls to read one Hour in the Day, and to Sew or Knit the remainder, if not employed in any Manufacture in the Houſe, and to report to the Maſter if they find any of the Children unwaſhed or louzy, and not clean; that the Nurſe under whoſe Care ſuch Child is, may be puniſhed for neglect.

II.

That ſhe do attend the Girls to and from Church on Sundays, and take Care that they behave orderly and decent.

VESTRY CLERK.

I.

THAT he, his Deputy or Clerk, do attend every Board Day, as Clerk to the Governors and Directors, to take Minutes, and enter all Orders made

at

at the Board, and copy them fair in a Book for the Governors and Directors to ſign after Confirmation.

II.

That he inſpect the Workhouſe Accounts, and ſee that they are properly kept, and that the Rules and Orders of the Governors be duly carried into Execution; and alſo enter in a Book the ſeveral Monthly Workhouſe Bills after they are examined by the Board.

III.

That he do tranſmit to the Veſtry ſuch Orders and Proceedings of the Governors as are neceſſary to be Confirmed thereby; and make out the Indentures of the Pariſh Children directed to be bound Apprentices.

Parti-

Particular Orders and Regulations for the better Behaviour and Management of the Poor in the Houſe, and of all the Officers and Servants concerned therein.

I.

THAT all Perſons in the Houſe who are able to attend Prayers, do not abſent themſelves therefrom, without a juſt Cauſe, upon Pain of looſing their next Meal, or being otherwiſe puniſhed.

II.

That every Perſon in the Houſe (except the Nurſes attending the Sick) be in Bed by nine o'Clock in the Summer, and eight in the Winter, and the Fires and Candles put out that Time.

III.

That no Perſon preſume to ſmoak Tobacco in Bed, upon Pain of being ſeverely puniſhed.

IV.

That all Perſons who ſhall pretend Sickneſs, or make any falſe Excuſe for not

not Working, or be guilty of Drunkenneſs, prophane Curſing or Swearing, or uſe any indecent Expreſſions or Behaviour, by ſcolding, noiſe, or otherwiſe, be ſeverely puniſhed for the ſame, by Order of the Board.

V.

That if any of the Nurſes, inferior Servants, or poor Perſons, preſume to go out of the Houſe without leave, they ſhall be ſeverely puniſhed.

VI.

That for the Encouragement of thoſe who ſhall diſcharge the Buſineſs they are appointed to do, with Care and Diligence, Rewards ſhall be given them from Time to Time, as the Board ſhall judge they merit.

VII.

That if any Servant of the Workhouſe ſhall take of any Tradeſman ſerving the Houſe, any Fee or Gratuity, ſuch Tradeſman ſo giving, and ſuch Servant ſo taking, ſhall be Diſcharged, and Incapacitated from ſerving the Houſe, or being employed any more.

VIII.

VIII.

That all the Poor in the Houſe be reviewed by the Governors and Directors once every Quarter at leaſt, their Names called over, and the Cauſe of their Continuance examined into, and what Manufacture or Buſineſs they are employed in by the Maſter; and ſuch other Enquiries made, as the Governors then preſent ſhall think expedient and neceſſary.

IX.

That for the better Diſpoſitions of the Monies raiſed for the Relief of the Poor of this Pariſh, no Governor, Director, or Overſeer, ſhall relieve any Poor out of the Workhouſe (except upon ſudden and emergent Occaſions) which muſt be reported to, and laid before the next Board, for the Approbation of the Governors then met; in order, that the Money given on ſuch ſudden emergent Occaſion may be repaid by the Treaſurer.

X.

That the Governors do take it in turn throughout the Year once a Day, to attend the Houſe and inſpect into the Management thereof. But in particular, that the Overſeers of the Poor for the Time

Time being, do take it by Turns to attend as often as poſſible, and ſee that the Proviſions are properly dreſſed, and diſtributed; that the Poor be placed in their proper Wards; that they be kept clean, and attend to, and improve themſelves in the Manufactures they are employed in; and for that Purpoſe, viſit the ſeveral Wards in the Houſe, and enter their Obſervations and Remarks in the Book kept for that Purpoſe in the Meeting-Room; and it is further recommended to the Overſeers of the Poor, that they attend the Butcher every Saturday, to ſee that the Meat is good, and enter in the Book the Quantity ſent in, and ſee that the Meat and other Eatables are taken Care of by the Butler in the Pantry.

XI.

That the Overſeers of the Poor do not relieve Perſons with travelling Paſſes or Permits, if it appears they were relieved in the neighbouring Pariſhes, many of ſuch Paſſes being often forged; and that they do examine the ſeveral Monthly Bills of Tradeſmen before they are paid, with the Vouchers which the Maſter files, to ſee if right caſt up, and the Prices reaſonable, according to Agreement.

XII.

XII.

That no Alterations to the Houſe or any Part thereof, nor any Goods or Furniture of any Sort be bought, or Rooms altered, without an Order from the Board.

XIII.

That the Sideſmen, if they are Governors and Overſeers of the Poor, do take it by turns to keep the Key of the Store-Room, and the nventory of Goods therein, and ſee the ſame delivered and diſpoſed of to ſuch Poor only, as the Board ſhall direct; and it is recommended to them, to ſee the Pieces of Linnen, when delivered to the Matron for Shirting, Shifting, and Sheeting, to be weighed, and when made up, weighed in again, allowing for Waſte.

XIV.

That no Proviſions or Goods of any Sort be ſent into the Houſe, but by Order of the Board, if it exceeds in Value 20s.

Finally, the ſaid Governors, on Behalf, and for the Good of themſelves, and the reſt of the Pariſhioners, do hereby

hereby mutually promiſe and agree to uſe their beſt Endeavours; that all and every the Rules and Orders herein before contained, be duly and punctually complied with, and performed.

Clause in the Act.

And Whereas many Perſons maintained in publick Workhouſes refuſe to Work, or are guilty of prophane Curſing and Swearing, or other Misbehaviour, and by the Laws now in being, no Puniſhment can be inflicted upon them, without committing them to the Houſe of Correction or common Goal, which Commitments have not been found to anſwer the Purpoſe thereby intended: Be it therefore enacted by the Authority aforeſaid, **That if any poor Perſon maintained in any Workhouſe, or Workhouſe belonging to the ſaid Pariſh, ſhall refuſe to Work, or ſhall embezzle or purloin the Goods thereof, or Materials for Work, or**

or be guilty of prophane Curſing or Swearing, Drunkenneſs, or of any lewd, immoral, or indecent Behaviour, or refuſe to perform the work or Service which he or ſhe ſhall be required to do, or ſhall be remiſs therein, it ſhall and may be lawful to and for either of the ſaid Churchwardens, or any two of the Directors, to cauſe ſuch Perſon or Perſons ſo Offending, to be puniſhed in ſuch Workhouſe, either by moderate Correction, Confinement, diſtinguiſhing them in Dreſs, or ſuch other Method as may beſt tend to remedy ſuch Offence for the future, without committing ſuch Offenders to the Houſe of Correction or other Priſon, any Law, Statute, or Uſage, to the contrary notwithſtanding.

FINIS.